**Field Day**

**Task List: Field Day – May 12th**

**6:00 am:** Arrive at the school to gather all equipment and take out to field.

**6:45 am:** Set-up tables for water and snack areas. These will be scattered throughout the Field Day area. Make sure 4 of the tables have 2 full water jugs with at least 100 plastic cups. Two tables need to have snacks with gold fish and animal crackers. Also, there needs to be a trash can by each table.

**7:30 am:** Last minute touch-ups with all activities.

**7:45 am:** All Volunteers are to arrive and get the schedule so they see where they are assigned and how each activity is taught to children.

**8:00 am:** All Volunteers take what is needed to their section and start sitting up. We will set-up signs and labels for each activity with the arrows leading children in the correct direction.

**8:30 am:** All Volunteers will double check and make sure they have everything they need.

**8:45 am:** Children arrive! We greet and go over rules and expectations to children and wish them all good luck. Remind the children, IT’S FOR FUN!!!!

**10:30 am:** A volunteer will go and pick up the lunches from Subway. Also, have a water table set-up for the students! Lunch will be served at 11:45 a.m.

**12:15 pm:** Set-up for afternoon Field Day stations.

**3:30 pm:** Field day is over! We will start to clean-up and put everything away.

* Trash needs to be taken to the garbage cans on side of school.
* The custodian will help us fold tables and put them where they belong.
* All equipment will be put back into storage area in an organized matter.
* We will all walk around and pick-up extra trash that is lying around.
* Thank every volunteer for their time and helping the children have a successful Field Day.

**Food/Beverage Donation:**

* I talked to a Manager at Wal-mart off 136th and I-25. They would donate all food and beverages that are needed for an Elementary field day. What they would give us is their store brand juice in the boxes. They also will donate foot long sandwiches and also add packages of mustard and mayo. We will also get the big packages of the small bags of variety of chips. I asked about the gold fish and animal crackers and they will include them also. They will also donate bottles of water.

**Bathroom Breaks:**

* When nature calls, nature calls! Students who need to use the restroom will be allowed to go inside the school with your teacher while at station #7. At other times, the student must be escorted in by an adult. We will have either a teacher or a parent volunteer be responsible for the bathroom breaks. The helpers will be up by the doors to help let students in and out.

**Water Breaks:**

* There will be four different water tables set up around the field for the students. Students are allowed to have water whenever needed.

**Snacks:**

* There will be two tables set up with snacks for the students. The two tables will be on opposite ends of the field. This way the student does not need to run across the field to find snack and take themselves away from their group and fun! The students will be allowed to have snack when ever needed.
* Snacks will consist of gold fish and animal crackers.

**Emergency Procedures:**

* In case of an emergency, please stay with classroom teacher and follow his/her instructions. If you cannot locate your teacher, go to the nearest field day volunteer closest to your location. Listen for instructions over the megaphone from the physical education teachers. Report any injuries to the nearest teacher of field day volunteer.

These pictures will be used for the different activities. This is how activities will be labled, so the students are aware of where they start and end.

   

   

   



